



## LINCOLN LITTLE LEAGUE CONSTITUTION

Last updated  
01/15/2024

### ARTICLE I – NAME

This organization shall be known as the LINCOLN LITTLE LEAGUE, INC., a California 501(c)(3) nonprofit organization, hereinafter referred to “LLL”. EIN 68-0243782

### ARTICLE II - OBJECTIVE

*SECTION 1* The objective of Lincoln Little League is an all-volunteer organization dedicated to bringing the Little League values of Character, Courage and Loyalty to the players in our league. We are proud to offer a program that provides education, skills training and sportsmanship for the youth in our community.

*SECTION 2* To achieve this objective, LLL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Board of Directors/Officers as per Article VIII, Section 1, and Members will follow this constitution. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code LLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall insure to the benefit of any private shareholder or individual. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office. All Board of Directors/Officers and Members will follow all guidelines outlined within this constitution and will strive to make the organization better. All Board of Directors, Officers, and Members willingly volunteer their time to accomplish this goal.

## **ARTICLE III – MEMBERSHIP**

**SECTION 1 ELIGIBILITY.** Any person sincerely interested in active participation to further the objective of LLL may apply to become a member.

**SECTION 2 CLASSES.** There shall be the following classes of Members:

**Player Members.** Any player candidate meeting the requirements of Little League Regulation IV and who reside within the authorized boundaries of LLL shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of LLL.

**Regular Members.** Any person actively interested in furthering the objectives of LLL may become a Regular Member by donating \$2.00 (USD) to LLL during Open Registration for the current spring season or by service as one of LLL Board of Directors/Officers from October 1<sup>st</sup> – September 30<sup>th</sup> which includes the spring season for which they have volunteered.

**Board of Directors-** the Board of Directors consists of:

- President
- Vice President
- Secretary
- Treasurer
- League Information Officer
- Safety Officer
- Coach Coordinator
- UIC
- Registrar

**Officers-** the Officers of the Board consists of: (part time positions may be combined positions)

- League Scheduler-Full time
- Snack Bar- Full time
- Field Maintenance Manager - Full time
- Mcbean Field Maintenance-Part time
- 12 B Field Maintenance-- Part time
- Lincoln Crossing Field Maintenance-Part Time
- Field Maintenance Joiner- Part Time
- Uniform-Full Time
- Spiritwear Coordinator- Full time
- Fundraising/ Event Coordinator- Full time
- Sponsorship- Full time
- Equipment Coordinator- Part time
- Social Media Coordinator- Part time
- Player Agents not voted into BOD

**General Membership.** Parents and family members of players, including volunteers who do not qualify as Regular Members, are considered part of LLL's general membership. As General Members they may attend the Annual Meeting and all open meetings of the Board but they shall not have the right to vote on any LLL matters or issues presented at the Annual Meeting.

**Honorary Members.** (Optional). Any person may be elected as Honorary Member by the unanimous vote of all Board of Directors present at any duly held meeting of the Board of Directors, but shall have no rights, duties or obligations in the management or in the property of LLL. Such members may be dignitaries, special guests, or significant financial contributors to LLL.

As used hereinafter, the word "**Member**" shall mean a **Regular Member** unless otherwise stated.

### **SECTION 3 OTHER AFFILIATIONS**

Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of LLL.

LLL Board of Directors/Officers shall not be actively engaged as Officers in the promotion and/or operation of any other youth baseball programs.

### **SECTION 4 TERMINATION OF MEMBERSHIP**

Membership may be terminated either by resignation or action of the Board of Directors.

The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of LLL and/or Little League Baseball.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors and disciplinary committee, which upon a two-thirds vote shall have full power to suspend or revoke such player's right to future participation. The player's parent(s) or legal guardian(s) shall also be notified and may also be present.

Termination of Membership. A Membership shall terminate on the occurrence of any of the following events:

- Resignation of the member
- Expiration of the period of membership
- The member's failure to pay fees, or other assessments as set by the Board of Directors within thirty (30) days after they are due and payable
- Any event that renders the member ineligible for membership, or causes the member to fail to satisfy membership qualifications

Termination of membership pursuant to Section 6 of this article on the good faith determination by the Board of Directors or a committee or person authorized by the Board of Directors, to make a determination that the member has failed to a material and serious degree to observe LLL's Local Rules or the rules of Little League Baseball, Incorporated ("Little League Baseball"), or has engaged in conduct that is materially and seriously considered detrimental to the best interests of LLL and/or Little League Baseball

**or**

Failure to attend 3 consecutive meetings or an excessive amount of meetings determined by the board of directors (without written knowledge 5 days ahead of scheduled board meetings to the President, Vice President(s), and Secretary.)

#### **SECTION 5 SUSPENSION OF MEMBERSHIP**

A membership may be suspended under Section 6 of this article, based upon the good faith determination by the Board of Directors, that the member has failed to observe LLL's Local Rules or the rules of Little League Baseball, or has engaged in conduct that is materially and seriously considered detrimental to the best interests of LLL and/or Little League Baseball.

#### **SECTION 6 TERMINATION OR SUSPENSION OF MEMBERSHIP PROCEDURES**

If grounds appear to exist for the termination of a membership pursuant to Sect 4(d) of this article or suspension of a membership pursuant to Section 5 of this article, the following procedure shall be followed:

- The Board of Directors shall give the member at least 15 days prior notice of the proposed suspension or termination and the reason for such action. Notice shall be provided by any method that is reasonably calculated to provide the member with actual notice. Any notice given by mail shall be sent by first class or registered mail to the member's last known address as shown in LLL's records.
- The member shall be given the opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or termination. A meeting shall be held to hear, or the written statement considered by the Board of Directors or a disciplinary committee, to make the final determination that the suspension or termination should occur

- In the case of a Player Member, notice to the manager of the team of which the player is a member shall also be provided. Said manager shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which upon a two-thirds vote shall have full power to suspend or revoke such player's right to future participation. The player's parent(s) or legal guardian(s) shall also be notified and may also be present.
- The Board of Directors, or a committee or person authorized by the Board of Directors to make such a determination, shall decide whether the member should be suspended, expelled, or sanctioned in some other way. The decision of the Board of Directors, committee, or person shall be final.
- Jr Umpire/Teen Contractors are required to uphold all LLL policies and must follow the LLL constitution. Should one of these contractors choose to behave in a manner inappropriate to LLL, notice to the individual will be provided within 15 days of a disciplinary meeting. A meeting shall be held to hear, or the written statement considered, by the Board of Directors or a disciplinary committee, to make the final determination that the suspension or termination should occur.

## **ARTICLE IV - FEES**

**SECTION 1** A \$2.00 Little League participation fee may be assessed as a parent's obligation to assure the operation and continuity of LLL. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM. Little League Regulation XIII (c), therefore LLL will make available player scholarships for those who apply and the Board of Directors along with the scholarship committee approves as in need.

Under no circumstances can a Board member approve any relative applying for a scholarship without Board approval.

**SECTION 2** Payment of registration fees are posted on all social media platforms and emailed out for registration closure, last date for registration will be posted and will also end on the last date of tryouts (spring season only). Registration fees include: participation fees, pre-sale of raffle tickets, uniforms, general operating expenses. LLL provides a scholarship program and payment options should parents not be able to pay.

## **ARTICLE V - MEETINGS**

**SECTION 1 ANNUAL MEETINGS.** The Annual Meeting of the Members of LLL shall be held in August no later than the fourth (4<sup>th</sup>) Tuesday in August . The date will be posted on all social media platforms and on LLL website fifteen (15) days prior to the agreed meeting date. The Annual Meeting will include the elections of the Board of Directors along with the officers. There must be 1/5 of the Regular Members present in person or represented by proxy to hold the voting for the Board of Directors and the officers.

**SECTION 2 MONTHLY MEETINGS** The Monthly Board Meeting will be held the first Monday of each month during off season. During the season this meeting may be voted on for an appropriate date due to schedule conflicts with games. The scheduled LLL board meeting will be posted on the website 30-day prior to the date. The Monthly Board Meeting will be open to all members of LLL however the LLL Board of Directors has the right to go to a closed session

in which all non-board members will be asked to leave due to confidential matters. Only the Board of Directors and Officers will be allowed to vote on any matters discussed in any monthly meeting, however all members may have input.

Monthly meetings are **mandatory attendance** for all Board of Directors and Officers, unless written notice was issued to the President, Vice President(s), and Secretary five days (5) prior to the scheduled meeting. (with the exception of emergencies)

**SECTION 3 NOTICE OF MEETING.** Notice of each meeting of the Members shall be posted on the LLL website or sent to each member, at least thirty days (30), and not more than ninety (90) days in advance thereof. The notice shall set forth the place, time, and purpose of the meeting. The notice of any meeting at which directors are to be elected shall include the names of all nominees known at the time the notice is given.

**SECTION 4 SPECIAL MEETINGS.** The Board of Directors, Secretary, or President, at their discretion may call Special Meetings of the Members. Upon the written request of five percent (5%) or more of the Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members. Secretary, or appointed member, must be present to record meeting minutes.

**SECTION 5 COMMITTEE MEETINGS.** Committee meetings will be held at the discretion of the committee leader. All Committee meetings will be posted on the LLL website ten (10) days prior to all meetings. All Committees that shall be meeting on a monthly schedule during season shall meet no later than a week before the Monthly meetings so that they may report to the board during monthly meetings. Committees that are not required to meet on a monthly schedule will meet as necessary based on the requirement of the season. The following are a list of committees that are required but not limited to:

#### **MONTHLY COMMITTEES**

- Fundraising Committee
- Event Committee

#### **NON-MONTHLY COMMITTEES**

- Disciplinary committee
- Coach Selection Committee
- Annual Constitution Review/Rules Committee (**Must meet following the August Annual meeting and present by the September Meeting so that final changes will be made and Voted in by the Board on the October monthly meeting**)
- Scholarship Committee
- Safety Committee
- All-Star Coach Selection Committee
- Tournament Committee (if selected)

**SECTION 6 QUORUM.** The presence in person or representation by proxy of one half of the Members shall constitute a quorum, except for the Annual Meeting where 1/5 of the Regular Members presence in person or video/phone shall

constitute a quorum.

**SECTION 7 VOTING.** Only Board of Directors and officers shall be entitled to vote, in person or representation by proxy at any Meeting of the League. This would include all newly elected board members, effective immediately once they have been voted onto the Board of Directors. Only Regular Members shall be entitled to vote in person or representation by proxy at the Annual Meeting of the League.

*If any member is unable to make meeting in person their vote can be done through video meet or phone in voting*

**SECTION 8 RULES OF ORDER.** Meetings will be conducted in a fair and business like manner. All meetings shall start at the time specified for each meeting, so long as there are enough members present to constitute a quorum. The Secretary will take the official meeting notes unless specified otherwise at the beginning of the meeting. Meetings are designed to be brief recaps of committee meetings, and to discuss any matters which may be of major importance to the League. Any unresolved issues will be automatically added to top priority for the next Monthly Meeting. All documents necessary for distribution will be sent to the Secretary (10) ten days prior to the scheduled meeting.

## **ARTICLE VI – BOARD OF DIRECTORS/OFFICERS**

**SECTION 1 BOARD AND NUMBER.** The management of the property and affairs of LLL shall be vested in the Board of Directors. The number of directors shall be between one (1) and nineteen (19), with the exact number set annually by the Board of Directors. All elections of directors shall be by majority vote of all Members present or represented by the properly executed proxy filed with the Secretary prior to the election meeting.

**Board of Directors-** the board of Directors consists of:

- President
- Vice President
- Secretary
- Treasurer
- League Information Officer
- Safety Officer
- Coach Coordinator
- UIC
- Registrar



Immediately following the Board of Directors election the Officers shall be voted in by the new Board of Directors. This may take place in the same meeting or in a separate meeting held no later than two weeks (2) following the Board of Directors meeting.

**Officers-** the Officers of the Board consists of: (part time positions may be combined positions)

- League Scheduler-Full time
- Snack Bar- Full time
- Field Maintenance Manager- Full time
- 12 B Field Maintenance-- Part time
- Joiner Field Maintenance-part time
- Lincoln Crossing Field Maintenance
- Uniform Coordinator- Full time
- Spiritwear Coordinator- Full time
- Fundraising/ Event Coordinator- Full time
- Sponsorship- Full time
- Equipment Coordinator- Part time
- Social Media Coordinator- Part time
- Player agents not voted into BOD

Directors and Officers elected at the August Annual Meeting(s) shall assume their duties immediately alongside the non-returning/non-re-elected board members, whose term ends following the September Monthly Meeting. The non-returning/non-re-elected Board Members shall continue in office until their successors have been duly elected or appointed and qualified in the same manner whenever possible. All other appointed directors shall upon appointment immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. August elections provide for a one-month period of transition (August- September) between the new Board Members and the outgoing Board Members. **Non returning/non-reelected members have a duty to train their successors during this time.**

The recommended minimum term for a newly elected Board of Directors is two (2) years. Each Board Member must be re-elected annually at the Annual Meeting in August. The term for a Board of Directors goes from the Annual meeting in August thru the next calendar year's September Monthly Board Meeting. A total of 13 months, 1 of which is a transition/training month.

Any Board Member voted in has an obligation to his/her peers to follow the guidance written in this constitution. This includes their required duties and responsibilities outlined in each Board position. If the position is outside of the scope of what an individual can maintain, then that person should not agree to the position and will not be elected into said position. This includes at minimum being present at **all monthly meetings**, opening and closing ceremonies, and any major LLL event in addition to the board position specific responsibilities outlined. If a Board Member fails to attend **3 consecutive meetings** and fails to participate with board activities, the entire Board of Directors may take disciplinary action which includes: (1) asking the member to attend meetings and activities, and/or (2) asking the Board Member to step down and be replaced. (any monthly meeting that cannot be attended by a member, that member must notify via email to the President, Vice President(s), and secretary five days ( ) prior to meeting in order to be excused. **All position descriptions will be listed on the website.**



**SECTION 2 QUALIFICATIONS FOR BOARD MEMBERSHIP.** In addition to being a Member in good standing, in order to qualify for nomination and service on the Board of Directors, an individual must agree to volunteer to serve in one or more LLL officer positions. By agreeing to serve as a member of the board, prior to being able to be voted in, pre-elected member must agree to perform all duties and responsibilities listed in position description.

**SECTION 3 REMOVAL OF DIRECTORS.** The Board of Directors shall have the power and authority to remove a director and declare his or her office vacant if he or she: (1) has been declared of unsound mind by a final order of court; (2) has been convicted of a felony; or (3) fails to attend three consecutive Monthly meetings of the Board of Directors which have been duly noticed in accordance with California Law. In exercising its discretion to remove a director for his or her failure to attend duly noticed meetings, the Board of Directors may consider mitigating circumstances, such as medical hardship, business travel, or other factors.

Directors may be removed from office without cause prior to expiration of his or her term by the affirmative vote of a majority of a quorum of the Members.

**SECTION 4 VACANCIES.** If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining directors at any Monthly meeting or at any special meeting called for that purpose. The Secretary shall keep an ongoing list of Members who would like to be considered for appointments to fill vacancies and shall notify such Members when a vacancy occurs in writing at the Member's last recorded address or by email. The vacancy shall further be noticed on LLL's Web site not less than ten (10) days prior to the filling of the vacancy.

**SECTION 5 MEETINGS, NOTICE AND QUORUM.**

- Monthly Meetings of the Board shall be held on the First Monday or Tuesday of the month during, and on such days thereafter as shall be determined by the Board of Directors.
- The Annual Meeting will be held during the month of August and the actual date, time and location will be posted no less than fifteen (15) days prior to the meeting on LLL's Website.
- The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request of two (2) Directors, issue a call for a special meeting of the Board of Directors.

The Board of Directors shall fix a time and place for all Monthly meetings. So long as the Board of Directors establishes a fixed time and place for Monthly meetings, and will be published on the LLL website calendar. In the event that the Board of Directors fails to establish a fixed time and place for its regular meetings, or should a special meeting be called, meetings shall be held upon four (4) days' notice by posting the information on LLL's Web Site. A notice need not specify the purpose of any regular or special meeting.

A presence of fifty percent (50%) of the number of directors (Board Members) authorized shall constitute a quorum for the transaction of business. A majority vote of directors present at any duly constituted meeting of the Board of Directors shall be required to pass any motion.



**SECTION 6 DUTIES AND POWERS.** The Board of Directors must form a clear set of Local League Rules with the intent to follow the rules and regulations set forth by Little League Baseball, Little League Charter, the Official Baseball Rulebook from Little League and the local municipal rules and regulations that apply to the League. The Local Rules and Constitution Review Committee will meet following the Annual Meeting to review both items and make any changes. These changes will be presented in the September Monthly meeting.

The Board of Directors shall vote annually during the October Monthly Board Meeting to adopt any changes to the Local League Rules and Constitution. There must be a two thirds vote of the present Board of Directors at the meeting to adopt any new changes to the Local League Rules and Constitution.

The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate per the rules set forth by Little League Baseball.

The Board of Directors may adopt such rules and regulations for the conduct of its officers, managers, meetings, and the management of LLL, as it may deem proper, so long as it follows the rules and regulations set forth by Little League Baseball.

The Regular Membership shall receive at the Annual Meeting, a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by LLL, where located, and where and how invested. The report will include the amount and nature of the property acquired during the year immediately preceding the date of the report, the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and upon request the names and places of residence of the persons who have been admitted to membership in LLL during such year, which report shall be filed with the records of LLL and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

A copy of such report shall be forwarded to Little League International.

**SECTION 7 REDUCTION IN NUMBERS OF DIRECTORS.** No reduction in the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

## **ARTICLE VII –COMMITTEES**

**SECTION 1 FUNDRAISING/EVENTS COMMITTEE.** The Fundraising/Event Coordinator will head up the fundraising/events committee.

The Committee shall meet monthly throughout the seasons to ensure all events and fundraising events are carefully planned out. The meeting shall occur within the week prior to the Monthly meeting. The Committee will consist of at minimum the Fundraising/Event Coordinator, the Sponsorship Coordinator and at least three (3) additional members. Anyone who would like to join the committee will notify the Fundraising/Event Coordinator. All results of the monthly meeting will be revealed at the Monthly Meeting with the Board by the Fundraising/Event Coordinator.

These meetings can be separated to hold a Fundraising Committee meeting as well as an Event Committee meeting should the Coordinator see fit.

**SECTION 2 DISCIPLINARY COMMITTEE.** The Board of Directors are required to be on the Disciplinary Committee, and shall name additional members that may be pertinent to the situation at hand to attend the committee meeting. The Committee shall review all information prior to holding the meeting for review. The meeting will be scheduled and all pertinent parties involved will be notified within five days (5) prior to meeting via email. This notification will include time, location, and agenda items for the meeting. Meeting location will be set up by the field coordinator.

**SECTION 3 MANAGER SELECTION /EVALUATION COMMITTEE .** The Board of Directors may appoint a Manager Selection/Evaluation Committee consisting of the following, to include but not limited to: President, Vice President(s) (based on the division they oversee), LIO, Safety Officer, UIC, Coach Coordinator, Player agent for respectful division. For voting purposes there must be at least five (5) Directors present to make a final decision.

The committee shall compile season-ending evaluations data into statistical format, including being tasked to reply to specific parent or player requests. These evaluations will be used to determine, in part, if a returning manager or coach should be considered for renewal.

The Manager Selection Committee may also interview and investigate all prospective managers and coaches, both new and returning, for all divisions and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors.

During the playing season, the committee shall observe the conduct of the managers and coaches and report its findings to the LLL President. At the request of the President or Board of Directors, the committee shall investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be. If further action must be taken the Complaints will then be sent to the Disciplinary Committee for further review.

**SECTION 4 ALL-STAR COACH SELECTION/EVALUATION COMMITTEE.** The Board of Directors may appoint an All-Star Selection/Evaluation Committee consisting of the following, to include but not limited to: President, Vice President(s) (based on division they oversee), LIO, Safety Officer, UIC, Coach Coordinator, Player agent for respectful division. For voting purposes there must be at least five (5) Directors present to make a decision. The list of selected Managers will be presented to the Board to be Voted on the following Monthly meeting

The committee shall compile All-Star season-ending evaluations data into statistical format. These evaluations will be used to determine, in part, if a returning manager or coach should be considered for renewal.

The Manager Selection Committee may also interview and investigate all prospective managers and coaches, both new and returning, for all divisions and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors.

During the playing season, the committee shall observe the conduct of the managers and coaches and report its findings to the LLL President. At the request of the President or Board of Directors, the committee shall investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be. If further action must be taken the Complaints will then be sent to the Disciplinary Committee for further review.

**SECTION 5 TOURNAMENT COMMITTEE.** The Board of Directors may appoint a Tournament Committee to coordinate all planning and operations supporting hosted tournaments, Little League District TOC, and Little League All Star tournaments. Once LLL has been selected the Tournament Committee will meet on a regular basis or as necessary to prepare for the tournaments. The committee will report back on the monthly meetings as to the progress as well as the necessity for further assistance. **It is expected that all Elected Board members will be present for all functions involving hosting.**

**SECTION 6 SCHOLARSHIP COMMITTEE.** The Board of Directors may appoint a Scholarship Committee to coordinate pre-season assessment of the number of scholarships LLL can financially accept, as well as the process in which the scholarships will be handed out/applied for. The committee will consist of a minimum of (4) members but not limited to include the President, Vice president, secretary, and Treasurer. The Committee will meet prior to the opening of registration for the spring season and will report back to the Board for final vote on the January Monthly meeting. The committee will also decide if any fall ball scholarships will be issued.

**SECTION 7 SAFETY COMMITTEE** The Safety Committee shall consist of at least the Safety Officer, and all Player Agents. Regular Members and General Members may also be selected to the committee upon approval by the Board of Directors. The Safety Coordinator will lead the committee ensuring that the committee meets prior to the Monthly meetings so that all issues and proposals can be reported in the Monthly meeting.

The Safety Committee must work with the City Parks & Rec Department through the field coordinator to ensure proper documentation/forms are completed and are displayed per COVID requirements. A schedule for cleaning and a plan for return to play should be proposed to the Board of Directors by the committee in order to maintain the highest standard of care possible

by the League. Any additional safety related issues will be discussed.

**SECTION 8 RULES COMMITTEE.** The Board of Directors shall appoint a Rules & Ethics Committee.

The Rules & Ethics Committee shall meet at least once during the year to review the divisional Local League Rules set forth by LLL as well as a review of the constitution. The recommended meeting timeframe should take place between the months of August – September to ensure proper time for any changes that are made to be reviewed and voted on by the Board of Directors at the October Monthly Board Meeting.

## **ARTICLE VIII – DIRECTORS/OFFICERS DUTIES AND POWERS**

**SECTION 1 Board Of Directors.** The Board of Directors of Lincoln Little League shall consist of a President, Vice President(s), a Secretary, a Treasurer, a League Information Officer, a Safety Officer, a Coach Coordinator, a UIC, a Player Agent representing the Juniors/Intermediate division, a Player Agent representing the Majors division, a Player Agent representing the Minor AAA division, a Player Agent representing the Minor AA/A division, a Player Agent representing the Farm division/T Ball division, all of whom shall hold office for the ensuing year or until their successors are duly elected or appointed. With a recommended minimum term of two (2) years.

Elections are held annually at the Annual Meeting in August. The term for a Board of Directors goes from the Annual Meeting in August thru the next calendar year's September Monthly Board Meeting. A total of 13 months, 1 of which are used as a transition/training month.

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board of Directors by the Regular Members at the Annual Meeting or have been elected to fill a vacancy on the Board of Directors.

**SECTION 2 PRESIDENT.** Once the election votes have been tallied at the Annual Meeting, and there are enough votes by the Regular Members to qualify the vote, the newly elected Board of Directors will vote on who they want the president to be. After the president is selected, that Member shall have the following powers and duties:

- Conduct the affairs of LLL and execute the policies established by the Board of Directors
- Present a report of the condition of LLL at the annual meeting
- Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the league
- Be responsible for the conduct of the league in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball Incorporated, as agreed to under the conditions of charter issued to the league
- Designate in writing, other officers if necessary, to have power to make and execute for, and in the name of the league, such contracts and leases they may receive and which have had prior approval of the Board of Directors
- Investigate complaints, irregularities and conditions detrimental to LLL and report thereon to the Board of Directors as circumstances warrant
- With the help of the Treasurer, prepare and submit an annual budget to the Board of



- Directors and be responsible for the proper execution thereof
- With the assistance of the Player Agents and LIO, examine the application and proof-of-age support documents for every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection
  - The President must attend the District 11 Monthly Presidents Meeting.
  - Assisting the League Information Officer with information for the website as well as coordinating the information to be dispersed to Social media.
  - Charter and get all proper documentation to Little League International.
  - The President shall help assist other Board members at any LLL Event: ( Walk in Registration, Verification, Tryouts, Draft, Scorekeepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Fields Work Days, Opening Day and Closing Day, Fundraiser Events, TOC's, All Stars, Etc.
  - Shall attend Committee meetings on occasion
  - Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 3 VICE PRESIDENT UPPER DIVISION.** The Vice President Upper Division shall:

- In cases of the absence or disability of the President the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all the power of the President's office, and will have other duties assigned by the Board of Directors or by the President.
- The Vice President will be kept up to date on all operations, committees, and events
- Assist President and Investigate complaints, irregularities and conditions detrimental to LLL and report thereon to the Board of Directors as circumstances warrant
- Responsible for the conduct of the local league in strict conformity to the policies, principles, rules and regulations of the little league baseball as agreed to under the conditions of charter issued to the local league, in the absence of the president.
- Shall attend the D11 meetings should the president be unable to attend
- Responsible for overseeing all Upper Division Events, (Walk in registration, Tryouts, Coaches Clinics, Coach Selection, All-Star Selection, Draft, Home Run Derby, Opening Day and Closing Day, Etc)
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 3 VICE PRESIDENT LOWER DIVISION.** The Vice President Lower Division shall:

- In cases of the absence or disability of the President the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all the power of the President's office, and will have other duties assigned by the Board of Directors or by the President.
- The Vice President will be kept up to date on all operations, committees, and events
- Assist president and Investigate complaints, irregularities and conditions detrimental to LLL and report thereon to the Board of Directors as circumstances warrant
- Responsible for the conduct of the local league in strict conformity to the policies, principles, rules and regulations of the little league baseball as agreed to under the conditions of charter issued to the local league, in the absence of the President.
- Shall attend the D11 meetings should the president be unable to attend
- Responsible for overseeing all Lower Division Events, (Walk In registration, Coaches Clinics, Coach Selection, Home Run Derby, Opening Day and Closing Day, Lower Division Promotion events, Friday Night Lights, Etc)
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 4 SECRETARY** The Secretary shall:

- Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records
- Maintain a list of all Regular, Honorary Members, directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees, including obtaining meeting locations and use agreements
- Keep the minutes of the meetings of the Members, the Board of Directors and cause them to be recorded in a book kept for that purpose
- Notify Members, directors, officers and committee members of their election or appointment.
- Send out meeting minutes to the Board of Directors within forty eight hours (48) following a meeting for review and a draft shall be published on the website for public knowledge.
- Shall be responsible for carrying out all orders, votes, and resolutions . Shall be at present at Walk In registration, Opening Day, Closing Day, District required meetings, Disciplinary Committee meetings
- Must attend all meetings, unless an email went out to the President, and Vice President(s) within five (5) days prior to Meeting.

**SECTION 5 LEAGUE INFORMATION OFFICER (LIO)** The Information Officer shall:

- Be responsible for online registration program/systems interface, Website development and maintenance of Website
- Be responsible for sending articles or information to local media.
- Keeping standings and daily updates on the Website.
- Be responsible for coordinating with all social media so that they can also be updating their content.
- Maintains and updates accounts in Team Sidelines as necessary and cross references with the Treasurer regarding balances owed, cancellations, refunds, etc.
- Ensures rosters are up to date and sent to LLI
- Assigns administrative rights to new board members
- Responds to all league emails/correspondence from customers, etc -
- Provides information to LLI during All-Stars
- Attends the following Events: Walk- In Registration, Tryouts, Draft, Scorekeepers Training, Team Parent Meeting, Disciplinary Committee, Opening Day, and Closing Day
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 6 TREASURER.** The Treasurer shall:

- Perform such duties as are herein set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors
- Receive all monies and securities, and deposit same in a depository approved by the Board of Directors (**Wells Fargo**)
- Schedule a meeting at **Wells Fargo** to set up any new members on the account/remove old members no later than the first week of October.
- Keep records in the Aplos Program (or Board Approved accounting software program)
- Reports on the status of the League funds at all Board Meetings
- Prepares alongside the President the Annual Financial Statement to be presented at the Annual Meeting.
- Assumes all responsibility for the local league finances
- Prepares documents for W2 and Employee files for Jr Umpires and Teens working in snack bar along with any other possible 1099 contractor to be presented and filled out at the Walk In registration.
- Assumes all responsibility for the local league finances.
- Collects all monies from the snack bars, compares each till with the clover system for accuracy and deposits into the appropriate accounts.
- Collects mail from post office on a regular basis
- Verifies hours worked from snack bar and Jr Umpires on a Biweekly schedule.
- To avoid any possible potential conflicts, the Treasurer cannot be related to or be involved in a personal relationship with any other person whose name is on the bank accounts of LLL as a designee and who is authorized to sign checks for LLL; and to avoid any possible potential conflicts, the Treasurer and the President or Vice President cannot be a relative.
- The Treasurer will prepare tax information for tax season and assist the Board Approved CPA with any documents needed. The Current Board approved CPA is **Matthew Swenson CPA.**

- Tax Season is as follows:
  - 1099's are due February 1
  - Federal Tax Form (990) due February 15
  - State Tax Form (199) due February 15
  - Attorney General Form (RRF-1) due February 15
  - Secretary of State due every two (2) years next due 2021
  - **A copy of tax return is due to LLI as well as a copy of financials due end of the year**
- Treasurer must attend Walk In registration, Tryouts, District required meetings, Disciplinary Committee, Scholarship Committee, and Opening and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice president(s) and Secretary within five (5) days prior to Meeting.

**SECTION 7 SAFETY OFFICER.** The Safety Officer shall:

- Responsible for creating a safe environment for children and all participants of the league
- Develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance and reporting
- Coordinates all Safety Activities, ensures safety in player training, and ensures safe playing conditions are met.
- Updates and Prepares ASAP plan for submission to LLI
- Coordinates reporting and prevention of injuries
- Responsible for conducting background checks on all league volunteers (Board members, Managers, Assistant coaches, practice coaches, team parents, scorekeepers etc as required by LLI)
- Responsible for the oversight of stocking safety supplies (First aid, Ice, etc for all games)
- Responsible for safety committee/ safety committee meetings. Must relay committee meeting date to LIO to allow meeting to be on website calendar
- Responsible for the oversight of stocking safety supplies during COVID to include soap, sanitizer, masks etc based on a devised plan.
- Head of the COVID Safety Planning Committee. Which will consist of Safety Officer, UIC, Player Agents, and any other members approved by board. Will Continue to work with the Committee throughout the season to keep items well stocked.
- Responsible for submitting all required documents to City to assist in reopening season per COVID guidelines
- Assist Equipment Manager as necessary to stock, track and hand out/receive Equipment at beginning and end of EACH Season.
- Safety Officer must attend Walk In registration, Tryouts, District required meetings, Disciplinary Committee, Coach Selection Committee, Coaches Meeting, Select Games, and Opening and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 8 UMPIRE IN CHIEF (UIC).** The Umpire in Chief shall:

- Serves as coordinator for the local league umpire program
- Generate recruitment and training of LLL's Junior Umpire Program
- Establish and implement an Umpire training program
- Be responsible for conducting periodic safety training and performing spot checks during season games and practices
- Communicates rule changes to league volunteer umpires, managers, and coaches
- Recommend tournament worthy umpires to the district umpire consultant
- Attend umpire training program at the district, state and region levels
- Coordinates all Jr Umpires interested in participating in program to be present at Walk In Registration to meet with Treasurer for paperwork
- Schedules all Umpires for all games for AAA and Above divisions, coordinating with Scheduler
- Maintain compliance of all safety and health equipment/apparatus.
- Utilizes Arbitor to Schedule all Umpires for all games with both Jr Umpires, Volunteer Umpires, as well as any outside Umpire agency (RCOA, Etc)
- Confirms umpires we present at scheduled games and relays finalized schedule to Treasurer for payment of Jr Umpires and RCOA umpires on a Bi-weekly schedule.
- The Umpire In Chief must attend: Walk In Registration, Tryouts, Coaches Clinic, Umpire Clinic, Coach Selection Committee, Disciplinary Committees, select games, Opening and Closing ceremonies.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 9- REGISTRAR.** The Registrar shall:

- Be responsible for checking residence and age eligibility at time of registration.
- Record all player transactions and maintain, in partnership with all Player Agents, an accurate and up-to-date record thereof.
- Responsible for confirming and maintaining residence and age eligibility, in partnership with all Player Agents, for TOC and All-Star sessions
- Ensures rosters are up to date and sent to LLI
- Assists LIO with responding to all league emails/correspondence from customers, etc.
- Attends the following Events: Walk- In Registration, Tryouts, Draft, Scorekeepers Training, Team Parent Meeting, Disciplinary Committee, Opening Day, and Closing Day
- Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

**SECTION 10 COACH COORDINATOR.** The Coach Coordinator shall:

- Represents all Coaches and Managers in the League
- Coordinates Clinics as necessary for coaches
- Distributes information to coaches and managers
- Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.
- Recruitment of Coaches is vital to the seasons and is a requirement of the coaching coordinator
- Ensures all coaches and managers have attended the required training for TOC and All star appointment.
- Serves as a vital part of the coach selection, All star coach selection and disciplinary committees.
- Must reach out at the end of all seasons for feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- The Coach Coordinator must attend: Walk In Registration, Tryouts, District Required meetings, Coaches Clinic, Coach Selection Committee, All Star Selection Committee Disciplinary Committees, select games, Opening and Closing ceremonies.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 11 T-BALL/FARM PLAYER AGENTS.** The T-Ball/Farm Player Agent shall:

- Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof
- Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams
- Assist LIO in checking residence and age eligibility;
- Helps with transfers of players due to injury or quitting
- Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise
- Assist the Vice President of Lower Division with promoting those lower divisions in activities such as (Wiffle Ball tournaments, Friday Night Lights, etc)
- Coordinates with Vice President of Lower Division and field coordinator on coaches schedules for field maintenance days
- Coordinates with Vice President of Lower Division to create practice schedules
- Assist Safety Officer with any COVID related Issues as well as serve on the COVID Committee
- Shall attend several games
- Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- Must attend: Walk In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies.
- The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 12 A/AA AGENTS.** The A/AA Player Agent shall:

- Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof
- Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams
- Assist LIO in checking residence and age eligibility
- Helps with transfers of players due to injury or quitting
- Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise
- Assist the Vice President of Lower Division with promoting those lower divisions in activities such as (Wiffle Ball tournaments, Friday Night Lights, etc)
- Coordinates with Vice President of Lower Division and field coordinator on coaches schedules for field maintenance day
- Coordinates with Vice President of Lower Division to create practice schedules
- Assist Safety Officer with any COVID related Issues as well as serve on the COVID Committee
- Shall attend several games
- Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- Must attend: Walk In Registration, Safety Meeting/Clinic, District required meetings, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies
- The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 13 AAA AGENTS.** The AAA Player Agent shall:

- Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof
- Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams
- Assist LIO in checking residence and age eligibility
- Helps with transfers of players due to injury or quitting
- Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise
- Assist the Vice President of Upper Division with promoting those upper divisions in activities such as (Home run derby, etc)
- Coordinates with Vice President of Upper Division and field coordinator on coaches schedules for field maintenance days
- Creates practice schedules and light schedule for Foskett, coordinating with Scheduler
- Assist Safety Officer with any COVID related Issues as well as serve on the COVID Committee
- Shall attend several games
- Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- Assist with All Star Selection Ballots
- Must sit on the Coach Selection and All Star Coach Selection Committees

- Assist with TOC
- Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.
- Must attend: Walk In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies
- The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 14 MAJOR PLAYER AGENT.** The Major Player Agent shall:

- Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof
- Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams
- Assist LIO in checking residence and age eligibility
- Helps with transfers of players due to injury or quitting
- Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise
- Assist the Vice President of Upper Division with promoting those upper divisions in activities such as (Home run derby, etc)
- Coordinates with Vice President of Upper Division and field coordinator on coaches schedules for field maintenance days
- Creates practice schedules and light schedule for McBean, coordinating with Scheduler
- Assist Safety Officer with any COVID related Issues as well as serve on the COVID Committee
- Assist with All Star Selection Ballots
- Must serve on the Coach Selection and All Star Coach Selection Committees
- Assist with TOC
- Shall attend several games
- Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons. - Must attend: Walk In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies
- The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 15 JR/INTERMEDIATE PLAYER AGENT.** The JR/Intermediate Player Agent shall:

- Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof
- Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams
- Assist LIO in checking residence and age eligibility
- Helps with transfers of players due to injury or quitting



- Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise
- Assist the Vice President of Upper Division with promoting those upper divisions in activities such as (Home run derby, etc)
- Coordinates with Vice President of Upper Division and field coordinator on coaches schedules for field maintenance days

- Creates practice schedules and light schedule for McBean Stadium, coordinating with Scheduler
- Assist Safety Officer with any COVID related Issues as well as serve on the COVID Committee
- Shall attend several games
- Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the coach selection committee for future coach selection.
- Assist with All Star Selection Ballots
- Must sit on the Coach Selection and All Star Coach Selection Committees
- Assist with TOC
- Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons. - Must attend: Walk In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies
- The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 16 LEAGUE SCHEDULER.** The League Scheduler shall:

- Coordinates all schedules for practices and games on field with player agents, Vice president of divisions, UIC and field coordinator.
- Reschedules any rain out games per board approved Bi-laws
- Distributes schedules to coaches and managers
- Provides updated schedules to UIC anytime a change is made to ensure umpires are available
- Coordinates with other leagues for any inter-district play.
- Coordinates all schedules for practices and games on field with player agents, Vice president of divisions, UIC and field coordinator for TOC.
- Coordinates all schedules for practices and games on field with the tournament committee if LLL is allotted tournaments.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 17 SNACK BAR COORDINATOR.** The Snack Bar Coordinator shall:

- Oversee the budget, operations and administration of all concessions including oversight of the teen snack bar contractors
- Schedule and oversee a Snack Bar training for teen contractors.
- Schedule and oversee a Snack Bar clean out day.
- Will be issued a LLL Snack bar card for the purpose of restocking food, drinks, and any necessary items to operate the snack bar, provided the cost remains within the board approved budget
- All receipts **must** be submitted to Treasurer via email or in person within fifteen (15) days of purchase

- Must use the Clover system to restock and track all snack bar items
- Responsible for the till being correct at each night
- Responsible for training all volunteers or teen contractors on the Clover system, the Snack bar policies, and procedures
- Responsible for the safety of all contractors during each shift.
- Must develop and implement a cleaning schedule for all surfaces, equipment, and machines within each snack bar.
- Must develop and implement all policies to ensure money/snack bar items are all accounted for each day.
- Must place and remove **all items** from the Lincoln Crossing and Twelve Bridges Snack bars at the beginning and end of each season to be stored in storage
- Will receive \$200 from the Treasurer in change for each snack bar to start and end each day with for each clover machine.
- Responsible for all Monies being placed in the safe at the end of the night with the exception of the change. (The till should match the clover system)
- Responsible for Recruitment of teen contractors
- Coordinates all teen contractors interested in participating in the program to be present at Walk In Registration to meet with the Treasurer for paperwork
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 18 FIELDS MAINTENANCE MANAGER.** The Fields Maintenance Manager shall:

- Be responsible for the care and maintenance of all LLL fields(with assistance of field specific field maintenance, bleachers and maintenance equipment, and facilities; including scoreboards and offsite practice field drags, chalkers/strippers, vehicles and bases.
- Will be issued a LLL card and will be responsible for ordering and maintaining inventory of field maintenance products (Dirt, fertilizers) and equipment (chalk, chalkers, drags, and rakes).
- The Field Maintenance Director will be responsible for remaining within the board approved budget.
- All receipts **must** be submitted to Treasurer via email or in person within fifteen (15) days of purchase
- Assist the City through the field coordinator with any needs, concerns and improvements at any of the facilities LLL uses
- Be trained in all field equipment and be able to train others.
- Schedule (along with Field Coordinator) and oversee all Field Work Days, making sure to give plenty of notice. Field work days will be published. All player agents must attend along with recruited managers and coaches. It is the responsibility of the Vice president of each division to recruit and follow up on attendance.
- Maintains the Field at McBean Stadium while coordinating the scheduling of the other fields maintenance
- Assists in field prep following rain to ensure play can continue
- The Fields Director must attend: Fields Work Days, Opening Day and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 19 12B FIELD MAINTENANCE.** The 12B Field Maintenance shall:

- Take directions and work with the Field Maintenance Director.
- Be responsible for the care and maintenance of 12B fields, bleachers and maintenance equipment, and facilities; field drags, chalkers/strippers, vehicles and bases.
- Assist the Fields Director with the City if they have any needs, concerns, and improvement at any of the facilities LLL uses.
- Be trained on all field equipment and be able to train others.
- Assist the Fields Director on all Field Work Days.
- The Fields Director must attend:, Fields Work Days, Opening Day and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 20 LINCOLN CROSSING FIELD MAINTENANCE.** The Lincoln Crossing Field Maintenance shall:

- Take directions and work with the Field Maintenance Director.
- Be responsible for the care and maintenance of Lincoln Crossing fields, bleachers and maintenance equipment, and facilities field drags, chalkers/strippers, vehicles and bases.
- Assist the Fields Director with the City if they have any needs, concerns, and improvement at any of the facilities LLL uses.
- Be trained on all field equipment and be able to train others.
- Assist the Fields Director on all Field Work Days.
- The Fields Director must attend:, Fields Work Days, Opening Day and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 21 JOINER PARK FIELD MAINTENANCE.** The Joiner Park Field Maintenance shall:

- Take directions and work with the Field Maintenance Director.
- Be responsible for the care and maintenance of Joiner Park field, bleachers and maintenance equipment, and facilities field drags, chalkers/strippers, vehicles and bases.
- Assist the Fields Director with the City if they have any needs, concerns, and improvement at any of the facilities LL uses.
- Be trained on all field equipment and be able to train others.
- Assist the Fields Director on all Field Work Days.
- The Fields Director must attend:Field Work Days, Opening Day and Closing Ceremonies
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 22 UNIFORM COORDINATOR.** The Uniform Coordinator shall:

- Responsible for selecting a company that will remain within budget to design and print uniforms for both fall and spring seasons.
- Responsible for selecting a company within budget to design and print uniforms for All-Star Season.
- Shall present the Design and along with cost to Board for approval for All-star Uniforms
- Responsible for coordinating with LIO for team rosters/and uniform sizing · Responsible for assigning team names based off of request from Managers · Must Coordinate with Sponsorship for sponsors names to be printed on appropriate team shirts
- Must send correct rosters and sizes with team names to printing company with enough lead time as to ensure they will be ready by start of season · Responsible for ensuring invoice is given to Treasurer for quick payment to printing company
- The Uniform Coordinator must attend:, Managers Meeting, Opening Day and Closing Ceremonies, Select Games
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 23 SPIRITWEAR COORDINATOR.** The Spiritwear Coordinator shall:

- Responsible for selecting a company to remain within budget to design and print Spiritwear that will be sold at all events, as well as displayed at all snack bars
- Must ensure that all items are itemized in all three clover systems to ensure sales/tracking
- Monitor items within clover for restocking purposes
- Responsible for ensuring invoice is given to Treasurer for quick payment to printing company
- The Spiritwear Coordinator must attend:, Walk-In Registration, Tryouts, All events, Opening Day and Closing Ceremonies, Select Games
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting.

**SECTION 24 FUNDRAISING/EVENTS COORDINATOR.** The Fundraising/Events Coordinator shall:

- Be responsible for coordinating all aspects of events such as Opening Day, Closing Day, and assisting with large fundraising events (e.g., Movie night, spaghetti feed, crab feed etc). This may include obtaining sources and establishing orders/contracts for equipment rentals, goods and services;
- Be responsible for coordinating all parent communications on events and activities, and communications with the assistance of all player agents when possible.
- Be in charge of the scheduling and ordering of team photos and trophies for TOC.
- Responsible for creating and managing committees as necessary for events
- Collect and record all monies, submitting monies to Treasurer
- Responsible with the assistance of Treasurer for the purchase of all prizes for Opening day ceremonies
- Responsible with the assistance of Treasurer for the purchase of raffle tickets
- Responsible for handing out raffle tickets at team parent meetings as well as scheduling a collection date. Must be in charge of communication on this with team parents, and Managers
- Must track all prizes on opening day.



- Be responsible for securing facilities/and coordination for the following events:
  - Walk In registration
  - Managers meeting
  - Team Parent Meeting
  - Pictures
  - Coach Selection meeting
  - All-star selection meeting
  - Draft Night
  - All additional event facilities necessary to host fundraising events
- Required to secure fundraising for the league
- The Events Coordinator must attend: Opening Day and closing day, picture day, all fundraising events, TOC's
- Must attend all meetings, unless an email went out to President, Vice President(s) and Secretary within five (5) days prior to Meeting

**SECTION 25 SPONSORSHIP COORDINATOR.** The Sponsorship Coordinator shall:

- Be responsible for soliciting and securing local business for donations and sponsorship
- Keep record of all sponsors, collecting and recording all monies to submit to the Treasurer.
- Responsible for ordering all banners with each sponsor's name and logo on it.
- Responsible for the hanging/removal of all banners at the start and finish of each season at all fields.
- Must Coordinate with Uniform Coordinator for sponsors names to be printed on appropriate team shirts
- Coordination with Fundraising is key to ensure that local sponsors are not being solicited for multiple events/donations
- Responsible with the assistance of Treasurer for the purchase new banners - The Events Coordinator must attend: Opening Day and closing day
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting

**SECTION 26 EQUIPMENT MANAGER.** The Equipment Manager shall:

- Be responsible for the supply and control of all LLL baseball gear
- Rekey all locks and make copies to be handed out at Managers Meeting
- Responsible for the organization and cleanliness of the storage unit.
- Responsible for purchase of any required equipment (broken items, new bats if a change is required, balls, etc) while remaining within board approved budget
- Responsible for handing out and collecting equipment and the **beginning and end** of every season.
- Responsible for changing all lock combinations at the beginning and end of each season.
- Must manage lock combination issuance out to all managers at managers meeting, and schedule a collection date to receive keys from managers at end of season.
  - Only people to be issued combination are President, Field coordinator, field maintenance, and Managers
  - New combination locks should be for Batting cages, Conex boxes, storage units on fields, and dugouts





- Must maintain a tracking system for auditing purposes, this should include an inventory of all items, a way to check out and check back in equipment. Any missing or broken items (beyond normal wear and tear) will fall on the responsibility of the coach returning the equipment
- Must report missing or broken items to Coach Coordinator and Player Agent
- Submits all receipts to Treasurer
- The Equipment Manager must attend: Walk in registration, Managers Meeting, Scheduled collection date(s), select games, Opening and Closing Ceremonies.
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting

**SECTION 27 SOCIAL MEDIA COORDINATOR.** The Social Media Coordinator shall:

- Be responsible for all social media content
- Works to ensure the league is visible to the community all year round
- Helps to promote events, league information, field updates etc amongst all social media platforms
- Works with Field coordinator and LIO to update league through social media for field updates
- Must attend ALL league events to take photographs, video and documentation to add to social media allowing LLL to be promoted on social media
- Must attend all meetings, unless an email went out to the President, Vice President(s) and Secretary within five (5) days prior to Meeting

**SECTION 28 FIELD COORDINATOR.** The Field Coordinator shall:

- The field coordinator is **not an additional position**, this position is assigned by the president if so chosen. This is an assigned position to an already voted in member.
- Support the Fields Maintenance Manager and the Field Coordinator with any projects or issues where the City's Park & Recreations Department is involved. Responsible for coordinating with the city for field usage of all city owned fields
- Responsible for sending cancellation information from city to the scheduler, UIC, President, VP(s), and Social Media Coordinator
- Coordinates with Field Maintenance upon approval from city of any and all League Field Improvements
- **Secures a backup location for assessments (WJU)**

## **ARTICLE IX – AFFILIATION**

**SECTION 1 CHARTER.** LLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter.

The League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

**SECTION 2 RULES AND REGULATIONS.** The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on LLL.



## ARTICLE X – FINANCIALS AND ACCOUNTING

*SECTION 1* The Board of Directors shall decide all matters pertaining to the finances of LLL. It shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of all funds in such a manner as will give no individual or team an advantage over those in competition with such individual or team. The Board of Directors shall maintain a League checking, a Snack Bar Checking and a Savings account to do business with, currently held with **Wells Fargo & Company**. All financial transactions must be processed through the LLL Wells Fargo account, including the depositing or crediting of funds through the Merchant Services accounts held by LLL. All monies collected through concessions, donations, events, spirit wear or anything else associated with LLL will be accounted for and deposited in the WLL Wells Fargo account. **At no point will individuals, companies, or contractors be paid in cash.**

*SECTION 2* The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of LLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of LLL.

*SECTION 3* The Board of Directors shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the LLL treasury.

*SECTION 4* The Board of Directors shall not permit the disbursement of league funds for anything other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated. All funds over \$500 will be added to a Monthly Meeting to be voted on.

*SECTION 5* No directors, officers, or members of LLL shall receive directly or indirectly any salary or compensation from LLL for services rendered as director, officer or member. Any directors, officers, or members of LLL who own or work for a business interested in providing services for payment to LLL (e.g., trophies, pictures) may compete for those services as part of an open bid process. Board members who own or work for a business competing in an open bid process for services with LLL shall not be involved in the final decision making process and final vote regarding that specific bid.

*SECTION 6* All monies received, shall be deposited to the credit of LLL in the General Fund and all disbursements shall be made by check or debit card. All Snack Bar deposits at the end of shift will be deposited into the Snack Bar Safe and require a double signature, they will then be reviewed by the league Treasurer or league President prior to transacting. Any position generating income will be responsible for depositing those funds in the safe or with the Treasurer or President either same day or next.

The league Treasurer shall sign all checks and withdrawals and one other signature, by the President, is also required. The ability to purchase league needed supplies and services must be performed using a league approved card issued only to the Treasurer, Field Maintenance, fundraising, and Snack Bar Coordinator. All receipts/invoices/statements will be given to the Treasurer for record keeping within 14 days of purchase. Anything purchased outside of a LLL bank card may be done so by a member with prior approval by the President. A reimbursement check will be issued to the member once the reimbursement paperwork has

been filled out and signed by the President and Treasurer. Reimbursement paperwork is on the LLL website. All receipts to show proof of purchase must be attached to the form.

*SECTION 7* The fiscal year of LLL shall begin on the first day of October and shall end on the last day of September.

*SECTION 8* LLL financials will be reviewed annually by the Board approved CPA during the Tax filing, The board will also require a thorough audit by the Board Approved CPA to review all financials bi-annually. This is not intended to undermine the Treasurer, but rather have another set of eyes on the financial records to ensure that LLL is protected and no human error mistakes have been made.

*SECTION 9* Distribution of Property upon Dissolution. Upon dissolution of LLL, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of LLL to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are, or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code of any future corresponding provision.

## **ARTICLE XI – AMENDMENTS**

*SECTION 1* These Constitutions may be amended, repealed or altered in whole or in part by a majority vote of the Regular Members, provided notice of proposed change is included in the notice of such meeting.

Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval.

*SECTION 2* LLL Bylaws/Local League Rules may be amended, repealed or altered in whole or in part by a majority vote of the Board Members during the October Monthly Board Meeting, in conjunction with the recommended changes proposed by the Rules Committee submitted to the Board of Directors during the month prior, provided notice of proposed change is included in the notice of such meeting.

Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval.